

# Conveyance Plat Check List

*PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL*

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**Only easements where improvements exist or where improvements are proposed will be granted with a conveyance plat.**

- ☐ Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number for owner, applicant, and surveyor
- ☐ Location/vicinity map
- ☐ North arrow and scale appropriate for the level of detail – multiple sheets may be required
- ☐ Legal (metes and bounds) description with total acreage
- ☐ Property boundary with dimensions and bearings
- ☐ Property is to be tied to original survey and abstract corner
- ☐ Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- ☐ Lots and blocks with lot and block numbers
- ☐ Location of streets and alleys, right-of-way widths, and names of streets
- ☐ FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site"
- ☐ Right-of-way dedications or reservations
- ☐ Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc... Provide all bearing and distance information on existing and proposed easements, including separate instruments
- ☐ Filing information for all existing easements and rights-of-way
- ☐ Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- ☐ Locations, material, and size of all monuments
- ☐ Outline of all property offered for dedication for public use
- ☐ Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- ☐ Surveyor's certificate (signed and sealed) with notary block
- ☐ City approval signature block located on the right side of the page (See page 35)
- ☐ Certificate of ownership with notary block(s)
- ☐ Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)

- ❑ List the following note on the plat: "Notice: A conveyance plat is a record of property approved by the City of Frisco, Texas, for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued nor permanent public utility service provided until a final plat is approved, filed of record and public improvements accepted in accordance with the provisions of the Subdivision Ordinance of the City of Frisco. Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- ❑ Additional documents necessary for dedication or conveyance of easements or rights-of-way
- ❑ Other information as considered essential by the Planning & Zoning Commission or City Council may include:
  - Concept plan
  - Preliminary site plan
  - Site plan
  - Final plat

Preparer's Signature \_\_\_\_\_